

EMC

Molders of Tomorrow's Workforce…. TODAY!

PHOENIX JOB CORPS CENTER
518 South 3rd Street• Phoenix, AZ 85004-2506
DIRECT: (602) 322-2872 • FAX: (602) 322-7091
http://phoenixjobcorps.org



Internal Postings CLOSE five (5) days after posting date **March 12, 2019** **NO EXCEPTIONS!!**

At Phoenix Job Corps Center, we support the Job Corps program's mission of teaching eligible young people the skills they need to become employable and independent and placing them in meaningful jobs or further education. Job Corps is a no-cost education and career technical training program administered by the U.S. Department of Labor that helps young people ages 16 through 24 improve the quality of their lives through career technical and academic training. The Job corps program is authorized by Title I-C of the Workforce Investment Act of 1998. If you are looking for fulfillment in life's rewards and are willing to dedicate yourself to our life changing program, Phoenix Job Corps is the place for you!

An Equal Opportunity Employer, M/F/Veterans/Disability

EMC Open Positions		
CSIO (Center Standards Incentive Officer) (Open until 03/18/2019, then opened externally until filled)	Bachelor's degree in appropriate field plus 2 years of experience in youth counseling, law enforcement, or related field or combination of education and related experience with experience substituted on a month-for-month basis plus valid driver's license or CDL.	Provides leadership and direction of all CSIO programs and activities for Center staff and students through planning, organizing, training, scheduling etc.; Rigorously protects and ensures the integrity and confidentiality of all staff and student documents/information; Ensures that Center disciplinary/incentive system conforms to Job Corps policies and guidelines as noted in the PRH and SOP's; Reviews all incident reports for submission to Regional and National offices of Job Corps and refers to the appropriate level of the Center's disciplinary system for resolution; Acts as liaison between Center and judicial agencies/courts; solicits legal representation for students; and coordinates bail bond activities.
MIS Coordinator (Open until 03/13/2019, then opened externally until filled)	Bachelor's degree in Computer Science or related field plus 3 years of experience. Certificate courses in software, hardware and networking.	Ensures staff are appropriately trained on any new or changed system software or requirements; Provides technical support and assistance to helpdesk inquiries and problems; Requires flexible schedule that will include evenings and weekends; Will provide training not only for staff but also students; Designs, develops, and implements methods which enhance, simplify, and assure operation of the Center Network System; Troubleshoots computer problems.
Out Reach & Admissions Counselor (Open until 03/13/2019, then opened externally until filled)	Bachelor's degree is preferred plus two or more years experience working with at-risk youth and experience in the areas of Counseling, Marketing, Sales, or Social Work. A valid driver's license is required.	Plan and implement a local outreach program to ensure a sufficient number of referrals. Establish appropriate community and business linkages for connections to eligible and suitable young adults for Job Corps. Recruits eligible and committed applicants. Conduct presentations, interviews, schedule appointments, and provides tours of assigned centers. Pre-qualify the applicant, determine eligibility and suitability, process files through OASIS, and forward records to appropriate locations. Ensure admissions guidelines are met using ACAT, HIPPA, PCDP, reasonable accommodations, supporting documentation for denied applicants, and current applicant information. Approve or deny all applications to Job Corps with the exception of those needing medical, mental health review, behavior, and applications for readmission.

Director of Career Transition Services (Internal closed. Open externally, until filled)	Bachelor's degree (Masters preferred) in Social or Behavioral Science, Human Resources, Management or business discipline. Three or more years of leadership and management and/or Job Corps experience. Significant computer, telecommunications, and virtual technologies experience, including a variety of software applications.	Lead, direct, deliver, and manage Job Corps Career Transition Services and programs for the Center. Must ensure compliance with the US Dept of Labor (DOL). Must ensure contract compliance and deliveries of performance as required by the contract. Must ensure all Career Transition Services staff provides quality career transition services and support which enables the delivery of personalized services leading to long-term employment, earning growth, career progression, connectivity within communities, and further education for all eligible Job Corps students. Promotes job development through direct contact with employers, One-stops, JTPA, and State Employment Agencies.
Academic Education Supervisor (Internal closed. Open externally, until filled)	Bachelor's degree, Masters preferred with state certification plus five years related experience and demonstrated supervisory experience.	Evaluates curricula, instructional materials, and instructional methods and makes recommendations. Supervises and evaluates staff through regular classroom observations. Assesses student and staff training needs. Conducts OMS analysis and evaluates the effectiveness of the academic programs. Coordinates efforts with the Academic Council to ensure that the center academic programs offer up-to-date and advanced curriculum and instructional techniques. Ensures updates to students PCPD and Case Notes. Works collaboratively with the Career Pathways Manager. Serves as Co-Disability Coordinator.
Counselor (Internal closed. Open externally, until filled)	Bachelor's degree (Master's degree desirable) in counseling and guidance, social work, vocational rehabilitation, psychology, sociology, or closely-related field plus one year directly-related experience. A valid state driver's license is required.	Provides educational, career technical, personal, and social adjustment counseling in individual and group settings. Reviews the student background files, conducts personal interviews, and tests the student as appropriate to determine recommended placement into Center programs. Conducts ongoing student progress evaluations; recommends programmatic and behavioral changes to the student. Refers cases to the Mental Health Consultant for psychological evaluation of the student's mental and emotional problems.
Career Transition Specialist (Internal closed. Open externally, until filled)	Bachelor's degree plus 1 year experience in sales, marketing or placement related services, or four to six years related experience and/or training: or equivalent combination of education and experience.	Provide quality career transition services and support that enables the delivery of personalized career transition services leading to long-term employment, earning growth, career progression, connectivity within communities, and further education for all eligible Job Corps students. Assist the CTS Project Director in the development and implementation of team plans, programs, and activities related to Workforce Investment Act (WIA) initiatives and US Department of Labor (DOL) challenges. Prepare, submit, and analyze (as necessary) a variety of qualitative, quantitative, and narrative reports.
Facilities / Maintenance Supervisor (Internal closed. Open externally, until filled)	One year certificate from college or technical school; or two to four years related experience and/or training; or equivalent combination of education and facilities /maintenance experience. Must have a valid state driver's license and certified in CPR/First Aide. Asbestos, HVAC and EPA certification preferred (EPA Section 608 and/or R410A). OSHA 10 Certification.	Supervises and coordinates activities of workers engaged in operating and maintaining facilities, equipment repairing physical structure of buildings and maintaining grounds by performing the following duties: Inspects facilities and equipment to determine need and extent of service, equipment required, and type and number of operation and maintenance personnel needed. Assigns workers to duties such as maintenance, repairs, and structural repairs to masonry, woodwork, and furnishings of buildings, renovations, and obtains bids for additional work from outside contractors. Plans and administers building department budget. Assembles and analyzes contract bids, and submits bids and recommendations to superiors for action.
Career Transition Specialist	High school diploma or general education degree (GED), Bachelor degree preferred. Six months to one year	The CTS Administrative Assistant provides administrative assistance to the department by being a team player and paying close attention to detail and accuracy of all required tracking and documentation. Records and types meeting minutes, memos, reports, correspondence,

Administrative Assistant (Internal closed. Open externally, until filled)	related experience and/or training; or equivalent combination of education and experience. Must possess fundamental skills in Microsoft Office software applications. Must be able to communicate verbally and in writing. Must be able to give and receive verbal and written instructions.	and any other item Maintains accountability of all documents (i.e., reports, logs, manuals, files, etc.) Maintains and Tracks 6 and 12 month monthly survey calls to ensure if students are working or not. Handles incoming calls, voice messages, mail, and prepares information for efficient distribution and action necessary. Proficient with CIS and CTS systems to enter data and run reports.
P/T Career Services Administrative Assistant (Internal closed. Open externally, until filled)	High school diploma or GED plus 1 year of general clerical experience plus typing proficiency of 60 wpm and skilled in use of PC Computer and applications.	Manages clerical activities for the department in an organized, timely, and confidential manner; Sets up and types reports, charts, memos, correspondence, spread sheets, etc., from rough copy or raw data; Acts as receptionist for departmental phone calls and visitors; Maintains contract files, the Department’s correspondence log, office supplies etc.... Maintains department calendar of events and appointments. Maintains Filing system for department.
ELL Reading Instructor (Internal closed. Open externally, until filled)	Bachelor's degree in Education with State Certification. Knowledgeable in an array of educational subjects. Valid DPS Fingerprint Clearance Card. Experience in working with economically disadvantaged youth is preferred	Responsible for instruction, classroom management, and developing curricula for academic education classes for students at a variety of levels. Administers and scores tests. Monitors and evaluates student progress; update PCDP and Student Case Notes with progress/status performance information. Assists students in improving their communication, critical-thinking and problem-solving skills, and how they process information. Also mentors students through counseling and motivation on improved study habits and behavioral modification.
Academic & CTT Substitute Instructors (Internal closed. Open externally, until filled)	Bachelor's degree in Education with State certification. Valid IVP Card. Seeking those with certifications and experience teaching Math and/or Reading. Experience in working with economically disadvantaged youth is preferred.	Responsible for instruction, classroom management, and developing curricula for academic education classes for students at a variety of levels. Administers and scores tests. Monitors and evaluates student progress; update PCDP and Student Case Notes with progress/status performance information. Assists students in improving their communication, critical-thinking and problem-solving skills, and how they process information. Also mentors students through counseling and motivation on improved study habits and behavioral modification.
Security Officer / Driver & On-Call Substitutes (Internal closed. Open externally, until filled)	High School Diploma or GED. Valid state driver’s license. CDL Class B with passenger endorsement preferred. CPR / First Aid certifications. Valid driver's or CDL license to transport students.	Protects and ensures the welfare of trainees, staff, facilities, grounds and equipment. Assists drivers in transporting trainee(s) to and from off-Center appointments and other destinations as assigned. Makes physical inspections and security checks of grounds and facility. Responds to and investigates Center intrusion. Controls disturbances and assists staff in de-escalating volatile situations. Completes PRH, Corporate and Center training as required and demonstrates competencies accordingly. **Obtainment of CDL Class B Passenger endorsement within 90 days employment.

Cook (Open until 03/13/2019, then opened externally until filled)	One year in Culinary Arts or related field from a college or technical school and/or equivalent combination of education and related experience.	Coordinates meal preparation, services, and clean up in the kitchen and cafeteria. Prepares food in accordance with planned menu. Prepares food in large quantities in accordance with defined specific tasks or standard procedures. Ensures the proper storage of usable and non-usable leftovers. Ensures the maintenance of proper temperature in both hot and cold food items. Keeps assigned work areas well organized and clean. Cleans, mops, and empties waste when assigned or as needed. Uses food service equipment including meat slicer, blender, food processor, mixer, ovens, grill, knives and other items as necessary. Other duties as assigned.
Food Service Assistant Substitutes (Internal closed. Open externally, until filled)	High School Diploma or general education degree (GED) and/or equivalent combination of education and experience. One to three months related experience and/or training. Valid State Driver's License; County Sanitation Certification	Assists cook in the preparation of meals and general kitchen and dining area sanitation. Keeps all equipment used in the preparation, storage, and serving of food in sanitary condition. Keeps storerooms, walk-in refrigerators, and freezers clean and orderly. Sets up dish room and dishwashing machine before each meal. Washes worktables, walls, refrigerators, and meat blocks. Scrapes foods from dirty dishes and place them in the racks or on conveyor to dishwashing machine. Washes pots, pans, and trays. Sweeps, mops, and waxes cafeteria and kitchen floors. Segregates and removes trash and garbage and places it in designated containers. Steam cleans or hoses out garbage cans. Sets up dining room tables Keeps service line supplied with dishes, silverware, glasses, milk, and food during service times. Other duties as assigned.
To apply, please contact: Deborah J. Ortega or Gabrielle Begay via email: ortega.deb@jobcorps.org or begay.gabrielle@jobcorps.org or via fax: 602-322-7091		

MTC Open Positions		
Residential Advisor & Residential Advisor Substitutes (Internal closed. Open externally, until filled)	High school diploma or equivalent. Prefer some college education and experience working with youth. Excellent written and verbal communication skills and computer proficiency required. Unless waived by management, valid driver's license with an acceptable driving record.	Provide guidance for students to achieve a positive attitude and proper behavior in dormitory living situation and to accomplish their goals and objectives. Determine, recommend, and submit counseling action referrals (CAR) to counseling services as necessary. Direct dorm activities as designated including dorm government. Patrol and monitor dormitories and center as required to ensure safety and proper behavior of students; resolve potential or occurring problems. Assist with recreational functions for students on and off center. Direct students and assist in the cleanup and maintenance of the dormitory; train and assist students on independent living skills.
Sr. Residential Advisor (Open until 03/13/2019, then opened externally until filled)	High school diploma or equivalent and one year experience working with youth. Excellent written and verbal communication skills and computer proficiency also required. Valid driver's license with an acceptable driving record.	Reports to the social development manager. Directly supervises the residential advisors on assigned shift or dormitory. Responsible for residential activities within the dormitory providing for maximum program coordination, student discipline and preparation of records and reports in compliance with government and management directives. Supervise and control dormitory conditions; evaluate situations and conditions within the dormitories and make decisions or recommendations. Assist in the training and evaluation of residential living staff; recommend department and personnel changes to the social development manager. Assist in the development and implementation of new and revised policies and procedures affecting residential living. Perform administrative duties involving student passes, leaves, evaluations, progress reports, emergencies, and separations, for assigned shift.

Part-Time Recreation Aide (Open until 03/13/2019, then opened externally until filled)	Associate of Arts Degree. Two (2) years of experience in Recreation. A valid driver's license and ability to obtain CDL w/ Passenger B endorsement within 90 days of hire to transport students as needed for activities.	Assists Recreation Supervisor in planning and conducting the recreation / avocation program. Organizes and supervises student recreational/avocational activities. Provides the student instruction in developing and improving recreational/avocational skills and participation in team and individual sports, arts and crafts, culture tours, and community events. Supervises off-Center recreational activities. Maintains equipment and materials accountability

To apply, please contact: Roja Sharifzadeh via email: Sharifzadeh.roja@jobcorps.org